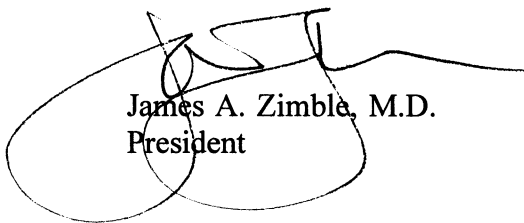




USUHS



DIRECTIVE SYSTEM TRANSMITTAL

NUMBER USUHS I-1306 (GEO)	DATE APR 29 1998
ATTACHMENTS None	
<p style="text-align: center;">INSTRUCTIONS FOR RECIPIENTS</p> <p>The following pen changes to USUHS Instruction 1306, "Academic Standing of Graduate Fellows," dated January 4, 1996 have been authorized.</p> <p><u>Pen Changes</u></p> <p>Remove the slash (/) and the word "fellows" from "students/fellows" on all pages in this Instruction.</p> <p>Page 1, paragraph C., line 8, after the word Hygiene, add "Master of Military History,".</p> <p>Page 1, paragraph C., line 9, after the word Health, add "Master of Science in Public Health,".</p> <p>Page 2, paragraph D.4.b.(4), replace with the following: "for coursework that must be remediated, the transcript will show the following:</p> <ul style="list-style-type: none">(a) the original unsatisfactory grade will be retained with no quarter hour credit shown for the unsatisfactory grade,(b) the remediated course quarter credit hours will be recorded. The grade earned in the remediated course will be averaged with the original unsatisfactory grade and the average of these will be recorded as the remediated course grade, and(c) the remediated averaged grade and the quarter credit hours will be used to compute the grade point average," <div style="text-align: center;"> James A. Zimble, M.D. President</div>	



UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Academic Standing of Graduate Fellows

Instruction 1306

JAN 0 4 1996

(GEO)

Abstract

This Instruction provides policy and guidance regarding the academic standing of graduate students/fellows in the F. Edward Hébert School of Medicine (SOM), Uniformed Services University of the Health Sciences (USUHS), Graduate Education Program (GEP).

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 1306^a and establishes USUHS policy concerning grading, promotion, and dismissal procedures for graduate students/fellows.

B. Reference. *See Enclosure 1.*

C. Applicability. This Instruction applies to all graduate students/fellows enrolled in a graduate education program of study in the GEP of the SOM leading to formal degrees (Master of Science, Master of Public Health, Master of Tropical Medicine and Hygiene, Doctor of Public Health, or Doctor of Philosophy).

D. Policy.

1. Graduate students/fellows will be referred to the Graduate Education Committee (GEC) for review for any of the following reasons:

- a. When a final grade of D or F is received in any course;
- b. When the cumulative grade point average (GPA) is below 3.0 at the end of the third quarter of the first academic year or at the end of any subsequent academic quarter; or
- c. For failure to maintain appropriate academic standing or violation of academic integrity.

2. Faculty, students/fellows, and staff may charge a violation of academic ethics. Such charges shall be brought to the appropriate department Chair and to the Associate Dean, Graduate Education (GEO). The Associate Dean, GEO shall bring each case before the GEC, which will recommend an appropriate course of action to the Dean, School of Medicine (DEN).

3. Prior to review by the GEC, the Committee must be provided with an evaluation by the department concerning the student's/fellow's performance, and a current transcript provided by the GEO.

4. Following the review, the GEC may recommend:

- a. Dismissal;
- b. Appropriate remedial action within a specified period of time in accordance with the following guidelines:

- (1) an F will not be allowed to stand unremediated on any graduate student's/fellow's transcript regardless of their overall cumulative GPA,

- (2) if a grade of D is received in a course, the Committee may require remedial work depending upon the student's/fellow's overall academic performance,

- (3) each requirement for remedial work must be completed with a grade of C or higher within a specified period of time as determined by the GEC,

- (4) grades for the original course and the remedial work will both remain on the student's/fellow's transcript. In calculating the cumulative GPA, the original D or F and the grade for the remedial work will be averaged, and the average grade will be applied to the number of quarter credit hours for the original course,

- (5) quarter credit hours for remedial work may be used to determine full-time graduate student/fellow status in any quarter. However, in the case of the requirements for formal course credits in the calculation of the total GPA, the quarter credit hours for the remediated course work may be counted only once; or

- c. Other action appropriate to the specific cause under review.

4. The GEC shall make appropriate recommendations to the Associate Dean, GEO who will forward those recommendations to the DEN for final action.

5. Any student/fellow reviewed by the GEC and found to be academically deficient will either be

dismissed or placed in a probationary status until a satisfactory academic standing is achieved. The Associate Dean, GEO shall closely monitor each student/fellow on probation and will provide quarterly progress reports to the GEC.

E. Functions. Standards of performance for graduate students/fellows.

1. Satisfactory academic standing for Masters and Doctoral degree candidates is defined as a cumulative GPA of B (3.0) with no grades below C in any course.

2. Satisfactory academic standing is determined both by performance in formal courses and by the aspects of academic performance, including skills, attitudes, and attributes judged by the graduate faculty to be important for success as a basic medical scientist. These include factors such as academic ethics, honesty, integrity, reliability, perception, balanced judgement, personal insight, and the ability to relate to others. Students/fellows whose performance is academically unethical are subject to dismissal even though they are otherwise in good academic standing.

a. Students/fellows shall not:
(1) Use, attempt to use, or copy any unauthorized material

during any examination or graded exercise;

(2) Knowingly present the work of someone else as their own work without attribution;

(3) Forge or alter for advantage any academic document;

(4) Knowingly disregard instruction for the proper performance of any examination or graded exercise;

(5) Intentionally impede or interfere with the ability of fellow students/fellows to use academic materials or to complete academic work; or

(6) Knowingly assist a fellow student/fellow in any of the above activities.

b. In addition to those actions listed in Section E.2.a.(1)-(6), GEC may determine that other actions demonstrate unethical academic behavior.

F. Responsibilities.

1. The Associate Dean, GEO shall:

a. Identify those graduate students/fellows who do not meet the criteria for satisfactory academic standing or who are for specific cause brought to the attention of the GEC by a Department Chair, the Associate Dean, GEO, or the DEN;

b. Notify the student/fellow and the appropriate Director of

his/her graduate program in writing of any such deficiency(ies). The individual will be notified in the format of *Enclosure 2* with a date of reply specified. A format for a prepared reply from the individual to the Associate Dean, GEO appears at *Enclosure 3*;

c. Be a non-voting member for the purpose of review of graduate student/fellow performance and available to such students/fellows for guidance on Committee procedures;

d. Forward the GEC proceedings and recommendations, with any appeal, to the DEN;

e. Notify the graduate student/fellow and the appropriate Director of his/her graduate program in writing of the recommendation(s) of the GEC and the decision of the DEN;

f. Record and maintain all GEC records and adjunct material. All records shall be available to the participating parties at the proceedings; and

g. Provide to the GEC all reports of student/fellow academic performance as required.

2. The GEC shall:

a. Discuss the recommendations of the Program Directors at the next scheduled GEC Meeting. The graduate student/fellow will be given notice to allow sufficient time to arrange for

representation (if desired) and to prepare for the meeting;

b. Vote on the action brought before the GEC; a quorum is six voting members. All GEC actions will be by vote of a majority of members present except for recommendations for dismissal which will require a two-thirds vote of the members present;

c. Appoint a subcommittee, if necessary, to review and report on any matter which the Chair believes needs to be further clarified by a preliminary review or determination of facts prior to GEC consideration. The GEC Chair shall determine the number and term of appointment of subcommittee members, who may be faculty, students/fellows, or staff, or who may be from outside USUHS. Appointment of individuals from outside the USUHS shall have the concurrence of the DEN. The Subcommittee shall follow GEC procedures;

d. Inform the GEC Departmental Representative to abstain from discussion and voting on issues involving a student/fellow who is being reviewed by the Committee for academic difficulty or misconduct or other aspects of graduate student/fellow standing when the student/fellow involved is from the representative's own department. A substitute Committee member may be designated for such

meetings by the Chair, GEC (with concurrence of the Associate Dean, GEO);

e. Make appropriate recommendations to the Associate Dean, GEO who will forward those recommendations to the DEN, for final action; and

f. Offer individuals the opportunity to appear before the Committee after they have been notified by the Associate Dean for Graduate Education.

3. A graduate student/fellow may:

a. Be represented before the Committee by anyone other than a Committee member. This may include an attorney of the individual's choice, secured at the individual's expense. The use of any Federal Government employee is predicated upon availability of such personnel;

b. Informally discuss their problems with anyone except a voting member of the Committee or the USUHS General Counsel (OGC);

c. Review all records and materials before the GEC;

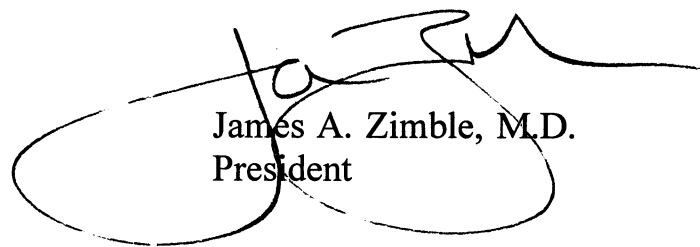
d. Ask questions of any witnesses before the GEC;

e. Introduce any relevant material; and

f. Exclude the presence of the Student Representative at the review by notifying the GEO, in writing, of the wish for exclusion.

G. Procedures. See *Enclosure 4*.

H. Effective Date. This Instruction is effective immediately.



James A. Zimble, M.D.
President

Enclosures:

1. Reference
2. Sample of Letter to Student/Fellow
3. Sample of Letter of Reply from Student/Fellow
4. Procedures

REFERENCE

- (a) USUHS Instruction 1306,
"Academic Standing of Graduate
Student," dated August 10, 1982
(hereby cancelled)

SAMPLE LETTER TO STUDENT/FELLOW

MEMORANDUM FOR

SUBJECT: Academic Performance

Under the provisions of USUHS Instruction 1306, dated _____ (enclosed), your academic performance will be reviewed by the Graduate Education Committee because of concerns over the following possible deficiency or deficiencies:

You may consult with the Associate Dean, Graduate Education concerning procedures of the Graduate Education Committee.

You have the option to appear before the Graduate Education Committee or not to appear, as you choose. If you choose to appear, you must reply by letter (a sample letter is enclosed), to this office within three working days from the date of receipt of this notice. You will be notified of the designated time and place of the Committee meeting. If you choose not to appear, you will be notified in writing of the Committee's recommendations.

You may be represented during your review by the Graduate Education Committee by anyone except a member of the Committee. This includes Federal Government employees, if available, or outside representation. Any cost incurred in representation is your responsibility.

Enclosure 2

You have the right to exclude the presence of the Student Representative in the review of your case by indicating your wish for exclusion in writing (see attached sample letter).

Please contact this Office (295-3913) if you have any questions.

Michael N. Sheridan, Ph.D.
Associate Dean for Graduate Education

Enclosures:
as stated

SAMPLE OF LETTER OF REPLY BY STUDENT/FELLOW

**MEMORANDUM FOR DR. MICHAEL N. SHERIDAN, ASSOCIATE DEAN,
GRADUATE EDUCATION**

SUBJECT: Academic Performance

This is in response to your letter informing me of the noted deficiency(ies) and asking whether I wish to appear before the Graduate Education Committee. Please be informed of my decision accordingly:

I **do/do not** wish to appear before the Committee.

I **will/will not** be represented. My representative will be

_____.

I **do/do not** want the Graduate Student Representative present at the meeting of the Graduate Education Committee when the recommendation is considered.

Student's/Fellow's Signature

PROCEDURES

1. Reconsideration.

a. A report of recommendation(s) shall be provided to the student/fellow by the Associate Dean, GEO.

b. Within three working days of receipt of the report with recommendation(s), the student/fellow may request reconsideration.

c. If reconsideration is not requested by the end of the three working days, the student/fellow waives any right to reconsideration and the GEC recommendation(s) shall be forwarded to the DEN, for decision, and the student/fellow so notified.

2. Appeal.

a. The transcript and recommendation(s) of the GEC will be forwarded to the DEN.

b. The graduate student/fellow, upon notification of the GEC's recommendation(s) to the DEN, may submit an appeal to the DEN, through the Associate Dean, GEO within seven calendar days. The time allotted for an appeal is in addition to the allotted three days to request reconsideration.

c. The DEN, upon receipt of the Committee's recommendation(s) and any student/fellow appeal, will, within 14 calendar days:

(1) Approve the GEC's recommendation(s); or

(2) Resubmit the case to the GEC for reconsideration with a statement of questions or objections. The GEC will reconsider the case within 14 calendar days.

3. Interim suspension.

a. The DEN, is empowered to suspend summarily and reassign from academic duties any graduate student/fellow without prior appearance or review before the GEC if there is cause to believe that suspension is necessary to protect the interests of the USUHS.

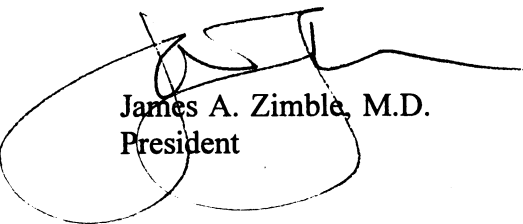
b. When an interim suspension is imposed, the graduate student/fellow may request an expedited meeting of the GEC through the Associate Dean, GEO who will notify the Chair, GEC. All GEC policies and procedures as stated above will apply.



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